

**M e m o r a n d u m**

Date: December 4, 2009

To: Office of the Assistant Commissioner, Field  
Attention: Assistant Commissioner T. J. Clark

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 21, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 117 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 42 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	39	33.33%	13.67	14
<b>Telecommunications</b>	54	46.15%	18.92	19
<b>Fleet</b>	14	11.97%	4.91	5
<b>Weapons</b>	10	8.55%	3.51	4
<b>Total</b>	117			42

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 34 of the 42 items were located. One item listed on the predetermined property list was transferred via a CHP 266, Credit memo-equipment form. Two items on the predetermined property list were not located. These two missing items were added since the last

***Safety, Service, and Security***

Office of the Assistant Commissioner, Field  
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annual inventory. Additionally, five items were unavailable for inspection since personnel were out of the office. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, eight of the eight items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through the Office of the Commissioner by March 4, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

  
M. C. A. SANTIAGO, CIG  
Assistant Commissioner

Attachments

cc: Office of the Commissioner  
Fiscal Management Section  
Telecommunications Section  
Office of Inspections, Audits Unit

# ATTACHMENT A

# ATTACHMENT A

[illegible]

# ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL**  
**2009 ICU PROPERTY RECORD INSPECTION REPORT**  
**A.C. Field (002)**

ATTACHMENT B

ASSET #	DESCRIPTION	Y	N	A	T	C	NOTES
<b>Property inspection list to equipment</b>							
1 119885	DIGITAL CAMERA						
2 122407	LAPTOP					X	CHP 266, 10-1-08, to 076N
3 127054	SCANNER SCANJET 5300 CX						
4 139363	LAPTOP						
5 145204	PRINTER						
6 147469	LAPTOP						
7 148999	COMPUTER						
8 149000	COMPUTER						
9 150732	PROJECTOR						
10 158220	TELEVISION HD LCD 32"						
11 158221	DVD / VCR COMBO						
12 164613	COMPUTER						
13 165611	COMPUTER						
14 80720	RECORDER HAND-HELD MIC						
<b>Equipment to inventory list</b>							
1 142163	FACSIMILE MACHINE						
2 142276	DVD PLAYER						
3 143394	LAPTOP						
4 146603	DIGITAL CAMERA						
5 75447	RECORDER TAPE MICROCAS						

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT C

## ATTACHMENT C

[illegible]

## LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION



**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY RECORD INSPECTION REPORT**  
**A.C. Field (002)**

ATTACHMENT C

ASSET #	DESCRIPTION	MISC.	Y	N	A	T	C	NOTES
Equipment to inventory list								
1 R45448	Mobile Repeater	7639674			X			
2 R49599	Mobile Repeater	3QDY761			X			
3 R71318	Battery Charger - Radio				X			

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	FAILCC
002	3CEY761 (1)	5MAJ854 Y	EXECUTIVE VEHICLE	2005	FCF	CFMVC	001
002	3CFE342 (2)	6ACC414 Y	DIVISION CHIEF VEHICLE	2007	ECC	CHAFCEF	001 EBBELLY
002	3CFE69C 3	6ASF723	COMMISSIONER VEHICLE	2007	ECC	CHAFCEF	001
002	E1575 4	5NES167	UNDEF COVEF VEHICLE	2005	CHF	INFALA	001
002	E1586 (5)	5LNY523 Y	UNDEF COVEF VEHICLE	2005	CHF	INFALA	001 SCIF PRUE
002	E1587 6	5LSM268	UNDEF COVEF VEHICLE	2005	CHF	INFALA	001
002	E1588 (7)	5LSF67C Y	UNDEF COVEF VEHICLE	2005	CHF	INFALA	001 SCIF NORMAN
002	E1589 (8)	5LLB126 N	UNDEF COVEF VEHICLE	2005	CHF	INFALA	001 SCIF SPECK VAC 10-54
002	E1632 9	1223786	FCCL	2007	CHF	SEEFINC 4 CYL	001
002	E1651 10	1223806	FCCL	2007	CHF	SEEFINC 4 CYL	001
002	E1653 11	1223808	FCCL	2007	CHF	SEEFINC 4 CYL	001
002	E1659 12	124823C	FCCL	2007	CHF	SEEFINC 4 CYL	001
002	E1660 13	1248231	FCCL	2007	CHF	SEEFINC 4 CYL	001
002	E1661 14	1248232	FCCL	2007	CHF	SEEFINC 4 CYL	001

Page Number: 1

(14)

If vehicles have been transferred - attach CHF 57 form(s)

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMANDEE SIGNATURE: \_\_\_\_\_

4 OF 5 VEHICLES INSPECTED

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT E

Department of California Highway Patrol  
Complete Area Inventory  
002 - A C Field

ATTACHMENT E

August 11, 2009

Officer Issued Weapons

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Issued to officer: [REDACTED]

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]

[REDACTED] WEAPONS  
INSPECTED

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

002-01

State of California

Business, Transportation and Housing Agency

## M e m o r a n d u m

Date: October 29, 2008

To: All Executive Offices

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
Office of the Commissioner

File No.: 01.9457.A04969.047.000\_memo\_Dep1

Subject: RECONCILIATION OF MISSING TELECOMMUNICATIONS EQUIPMENT

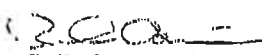
As outlined in the Comm-Net message dated September 15, 2008, there has been a significant change in policy for documenting items that are not located upon the completion of an annual, change of command, or combination inventory.

In addition to the changes outlined in the Comm-Net, the Commissioner has directed that each office/section attempt to locate items that were previously listed as "missing" and subsequently deleted from their inventory. Attached is a report of missing items which were last known to be assigned to your office/section. Specifically, the listing applies to R-Numbered (Telecommunications) equipment.

Please perform a comprehensive search for the missing items and report your findings, by memorandum, to this office by December 15, 2008. Items that are not located as a result of this search will be returned to your office/section inventory.

During the first quarter of 2009, an updated spreadsheet of missing items will be prepared and distributed. Items listed on that spreadsheet will be subject to quarterly reporting until the item is located or until two inventory cycles have passed with negative results. Quarterly reports will document the efforts taken to locate the missing equipment and shall be submitted to the Office of Inspections.

Should you have any questions, please contact Telecommunications Section commander, Captain Marc Shaw, at (916) 375-2901.

  
R. D. CARTER  
Deputy Commissioner

Attachments

*Safety, Service, and Security*

## M e m o r a n d u m

002-02  
ITEMS: R 39072  
R 39735

Date: August 13, 2009

To: Assistant Commissioner, Field

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
Office of the Commissioner

File No.: 01.9457.A06786.047.000\_memo\_Dep\_3qtr

Subject: RECONCILIATION OF MISSING TELECOMMUNICATIONS EQUIPMENT

Attached is the updated spreadsheet of missing R-Numbered (Telecommunications) equipment which was last known to be assigned to your office. As directed in the memorandum dated October 29, 2008, the items listed are subject to quarterly reporting until located. Quarterly reports will document the efforts taken to locate the missing equipment and shall be submitted to the Office of Inspections. The first quarterly report is due October 15, 2009, and will span the time period of July 1, 2009, through September 30, 2009. Each subsequent report is due on the 15<sup>th</sup> day of the first month following the end of the quarter.

Your office can check on possible changes to equipment assignments by going to the California Highway Patrol (CHP) Intranet page and entering <http://10.240.2.200/or.asp>. Equipment assignment information can be obtained by entering the property tag number (5 or 6 digit CHP #, R #, AF #, or X #). This web site is case sensitive and capital letters must be used. If the item has been surveyed by the appropriate Office of Primary Interest, commands can confirm the survey by contacting Telecommunications Section for R-Numbered equipment, Information Technology Section for computer equipment, or Business Services Section, Supply Services Unit, for all other CHP numbered equipment.

Should you have any questions, please contact Telecommunications Section commander, Captain Joe Whiteford, at (916) 375-2901.



R. D. CARTER  
Deputy Commissioner

Attachment

cc: Office of Inspections

*Safety, Service, and Security*

002-03

Inventory Report for Telecommunications Equipment  
000 "Missing" Items

Lost Known Area	Year of Change	Asset #	Equipment Type	Serial Number	Manufacturer	Model	Note #1	Note #2	Note #3
002	1997	R34672	Pager	294AC050	MOTOROLA	AD1CAG1469	Dial 637/Anderson - A/C Field [-] Pagoboy II [-] UNACCOUNTED FOR 1997 INV. - 002		DC 637
002	1997	R39735	Citizen Band Radio	31148		TRC-416	Escort veh w/rocket fuel/Spare/AC Field [-] Mag mount antenna 21-640 [-] UNACCOUNTED FOR 1997 INV. - 002		

09/11/2008



002-04

Return to Areas

Last Known Area	Year of Change	Asset #	Equipment Type	Serial Number	Manufacturer	Model	Notes
002	1997	R34672	Pager	238AGC0506	MOTOROLA	A01CAC1468	DC 637
002	1997	R39735	Citizen Band Radio	311463		TRC-418	

002-05

FROM: (COMMAND NAME)		LOCATION CODE	PREPARED BY	DATE
Assistant Commissioner, Field		002	Marlo Albert	10/01/2008
TO: (COMMAND NAME)		LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Supply Services Unit		076W	2	
SHIPPED VIA			DRIVER'S SIGNATURE	
<input type="checkbox"/> SSU truck <input checked="" type="checkbox"/> Other (specify): Mail				

## EQUIPMENT

EQUIPMENT  
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]